

10.04 WIC/Head Start Program Referral

POLICY:

The West Virginia WIC Program will provide referrals to the West Virginia Head Start Association. The referral agreement will increase enrollment in Head Start and will prevent the duplication of hemoglobin testing for children participating in both programs.

PROCEDURE:

A. Referrals from the Head Start Program to WIC

1. The WIC Program will receive referrals from the local Head Start Program with the use of a referral form.
 - a. The WIC Local Agency will:
 - i. Include the local WIC clinic address and telephone number on the back of the referral form - "Local WIC Agency Stamp";
 - ii. Distribute the referral forms to each Head Start Program in the Local Agency service area;
 - iii. Accept the completed referral from the WIC applicant/participant; and
 - iv. Enter the hemoglobin value, date performed and source of measurement into the **Crossroads Anthro/Lab Screen** if it was taken less than ninety (90) days prior to the WIC certification appointment (see **Policy 2.13 Hematological Testing**).
 - b. The West Virginia Head Start Association will:
 - i. Provide current lists of Head Start Programs and addresses to the WIC State Agency for distribution to the WIC Local Agencies.
 - c. The local Head Start Program will:
 - i. Complete the referral form, including the hemoglobin value and date performed, and give it to the applicant to take to the WIC clinic.

B. Referrals from WIC to the Head Start Program

1. The Head Start Program will receive referrals from the WIC Program using the **Crossroads** generated **WIC Program Referral Form (WIC-35)**.
 - a. The WIC Local Agency will:

